

Date Rec'd: \_\_\_\_\_  
Rev: 101508

Civil Service #: \_\_\_\_\_  
City of Chicopee



## CITY OF CHICOPEE, MASSACHUSETTS APPLICATION FOR EMPLOYMENT

The City of Chicopee considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. For more information, contact Human Resources.

### Job Application:

Date of Application: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Referral Source:

- ☐ The Republican    ☐ www.Chicopeema.gov    ☐ Bulletin Board    ☐ Relative  
☐ Online job search    ☐ Friend    ☐ Other newspaper    ☐ Other

### General Information:

Name: \_\_\_\_\_  
First Last Middle Initial Suffix

Address: \_\_\_\_\_  
Street Name & Number Apt. #

\_\_\_\_\_ Town/City State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a US citizen? ☐ Yes ☐ No

If employed and under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application in the past? ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

Have you ever been employed by the City of Chicopee? ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

Are you employed now? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

**Availability:**

I will be available to begin work on: \_\_\_\_\_

☐ Full time ☐ Part time ☐ Temporary

☐ Days ☐ Nights ☐ Weekends

**Computer Skills:**

Check off computer skills with which you are proficient (any version):

☐ PC User ☐ Macintosh User ☐ MS Word ☐ MS Excel

☐ MS Access ☐ MS PowerPoint ☐ MS Outlook ☐ E-mail

☐ Web Page Design ☐ Corel Products ☐ CAD Programs ☐ Adobe Suite

☐ Other \_\_\_\_\_

**Other Skills:**

Please indicate below any special skills, training or licenses that you possess:

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**Driver's License:**

Do you have a valid driver's license? ☐ Yes ☐ No

Do you have a valid commercial license? ☐ Yes ☐ No

Driver's License Number:

State of Issue:

Have you had any motor vehicle accidents during the past three years? ☐ Yes ☐ No

Have you had any moving violations during the past three years? ☐ Yes ☐ No

Do you have any other specialized motor licenses? ☐ Yes ☐ No

If yes, what? \_\_\_\_\_

**Military:**

Are you a veteran of the United States military services ☐ Yes ☐ No

If yes, what branch:

Date Discharged:

Honorable discharge? ☐ Yes ☐ No

Please list and describe any special skills or training acquired while in the service:

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**Criminal/Sealed records Notice**

Applicant may answer "no" with respect to a first conviction for drunkenness, simple assault, minor traffic violations, affray, disturbance of the peace, or any conviction of a misdemeanor where the later of the date of such conviction, or completion of any period of incarceration resulting there from, occurred 5 or more years prior to the date of the application for employment or request for information, unless the person has been convicted of any offense within 5 years immediately preceding the date of application or information request. Applicants having sealed conviction records on file with the Commission of Probation may answer "no" to the following:

Within the past 5 years, have you been convicted of a misdemeanor? ☐ Yes ☐ No

If yes, please explain:

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Within the past 5 years, have you been convicted of a felony? ☐ Yes ☐ No

If yes, please explain:

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**Education:**

☐ High School      ☐ College      ☐ Other

Degree: \_\_\_\_\_ State: \_\_\_\_\_

School Name: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Years Completed: \_\_\_\_\_

☐ High School      ☐ College      ☐ Other

Degree: \_\_\_\_\_ State: \_\_\_\_\_

School Name: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Years Completed: \_\_\_\_\_

☐ High School      ☐ College      ☐ Other

Degree: \_\_\_\_\_ State: \_\_\_\_\_

School Name: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Years Completed: \_\_\_\_\_

☐ High School      ☐ College      ☐ Other

Degree: \_\_\_\_\_ State: \_\_\_\_\_

School Name: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Years Completed: \_\_\_\_\_

Please specify any additional training, education or other completed courses or classes:

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**Work History:**

List your most recent experience first. Include military service assignments and any verifiable work performed on a volunteer basis. If you do not want us to contact your present employer, please enter "Do Not Contact" in the Contact space provided.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Street Name & Number

\_\_\_\_\_

Town/City

State

Zip Code

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary/Rate: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Street Name & Number

\_\_\_\_\_

Town/City

State

Zip Code

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary/Rate: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Work History Continued:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Street Name & Number

\_\_\_\_\_

Town/City

State

Zip Code

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary/Rate: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**References:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street Name & Number

\_\_\_\_\_

Town/City

State

Zip Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street Name & Number

\_\_\_\_\_

Town/City

State

Zip Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

**References Continued:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street Name & Number

\_\_\_\_\_

Town/City

State

Zip Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Applicant's Statement:**

- A. Applicants for seasonal/temporary employment should be aware of current state laws which exempt the City from paying unemployment compensation benefits to those seasonal employees who work seasonal positions in duration of sixteen (16) weeks or less. Please refer to the attached job description to verify the expected length of employment related to the position for which you are now applying.
- B. Your signature below verifies that I have provided the City of Chicopee with complete and truthful information as requested on this employment application. I understand that any falsification or intentional omission of information, within any submitted documents, is grounds for immediate discharge.
- C. I authorize the City of Chicopee to investigate my previous employment, educational background and references. I authorize persons listed as professional references and my previous employers (unless otherwise noted) to provide information concerning me to the City of Chicopee. I further release the City of Chicopee and its agents from any and all liability, which may arise due to an employment history inquiry to any of my previous employers for which I have authorized information to be released.
- D. The City of Chicopee recognizes many different union agreements and Civil Service requirements. Unless otherwise stated on the attached job description, all persons are employed on an "at-will" basis. Consequently, the City of Chicopee has the right to change the terms or conditions of employment, including discharging an employee without notice and without cause. No one has the authority to offer or grant any persons employment on any other terms unless specific in writing by employment contract, collective bargaining agreement or Civil Services mandate.

I have read and accept the above Applicant's Statement:

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**ALL APPLICATIONS SHOULD BE RETURNED TO:**

**HUMAN RESOURCES – CITY OF CHICOPEE**  
**274 FRONT STREET – CHICOPEE, MA 01013**  
**PHONE: (413) 594-1510 FAX: (413) 594-1513**

**NOTICE:** This data is for periodic government reporting and will be kept in a confidential file separate from your application of employment. These questions are completely OPTIONAL and will in no way influence your employment application.

**Application Data Record (OPTIONAL):**

Sex:

☐ Male

☐ Female

Race/Ethnicity:

☐ White (non-Hispanic)

☐ African American

☐ Hispanic

☐ Asian/Pacific Islander

☐ Alaskan/American Indian

☐ Other